# Kansas Adult Care Home Administrator License Renewal Instructions 06/30/2016

#### THERE ARE TWO OPTIONS FOR LICENSE RENEWAL

#### **OPTION 1: ONLINE RENEWAL PROCESS**

A few reasons the online process may be the choice for you:

- Convenience: Available beginning **May 15, 2016** 24 hours each day, 7 days per week.
- <u>Additional Payment Options</u>: electronic checks, Visa, MasterCard, Discover and American Express. NOTE: A convenience fee of \$3 is charged for electronic checks. A convenience fee of \$8 is charged for credit card use.
- <u>Immediate Confirmation</u>: User receives a printable confirmation statement verifying the renewal process was successfully completed which also serves as a receipt of payment.

#### Instructions:

Go to <a href="www.kdads.ks.gov">www.kdads.ks.gov</a> then select "Health Occupations Credentialing" and click on the Online License Renewal link.

# **OPTION 2: PAPER-BASED RENEWAL PROCESS**

If paper-based renewal is preferred, please follow these steps:

- 1. Complete, sign and return the form titled "Adult Care Home Administrator Licensure Renewal Notice."
- 2. Enclose the \$100 renewal fee made payable to **KDADS** or complete and enclose the authorization for payment of fees by Visa or MasterCard. There is a 2.5% transaction fee when using this option.

# Additional Renewal Information

# **CONTINUING EDUCATION REQUIREMENTS**

A total of 50 hours of continuing education is required for renewal: 10 hrs minimum in Resident Care, 30 hrs minimum in Administration and 10 hours Elective.

# **Pro-rated Continuing Education Hours**

Each licensee whose *initial licensure* period is less than 24 months is required to obtain not less than two hours of continuing education for each month in the initial licensure period.

Month in which license was issued	TOTAL	Resident Care (20%) (Minimum)	Administrative (60%) (Minimum)	Electives (Maximum)
August (23 month license)	46	9	28	9
Sept (22 month license)	44	9	26	9
Oct (21 month license)	42	8	26	8
Nov (20 month license)	40	8	24	8
Dec (19 month license)	38	8	22	8
Jan (18 month license)	36	7	22	7
Feb (17 month license)	34	7	20	7
March (16 month license)	32	6	20	6
April (15 month license)	30	6	18	6
May (14 month license)	28	5	18	5
June (13 month license)	26	5	16	5

#### (Continued)

#### PROCESS FOR CONTINUING EDUCATION REVIEW

Licensees are no longer required to seek subsequent approval of programs.

You must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event your renewal is randomly audited, but only then must you submit the information. CE content must meet regulation standards. A copy of the allowable Topics of Education is included on the back side of the Methods of Earning Continuing Education table. The attestation statement on your renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.

#### NAME CHANGES

For those renewing using the <u>paper-based renewal process</u>, please make corrections as needed on the license renewal application to reflect the name change then attach documentation (marriage license/divorce decree) to substantiate change.

For those utilizing the <u>online renewal process</u>, please note that **name changes cannot be made online** and will require that documentation be mailed (marriage license/divorce decree) to substantiate change.

# **RENEWAL FEE PAYMENT OPTIONS**—Renewal fee is \$100

<u>For those renewing using the paper-based renewal process</u>: Fees may be paid by personal check, corporate check or money order made payable to KDADS. Another option for payment of fees is by using Visa or MasterCard. There is a 2.5% transaction fee when using this option. The enclosed authorization form must be completed and returned along with your renewal materials in order to utilize this option.

<u>For those utilizing the online renewal process</u>: Fees may be paid by electronic check. There is a \$3 convenience fee when using this option. Fees may also be paid by Visa, MasterCard, American Express or Discover Card. There is a \$8 convenience fee when paying by credit card.

#### CRITICAL DATES

- All continuing education hours must be obtained by June 30, 2016 If the required hours are not obtained by June 30, 2016, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date (June 30, 2016) to avoid a \$50 late fee.
- Applications received postmarked or submitted online by July 31, 2016, with CE obtained by June 30, 2016 will be charged an additional \$50 late fee.
- Applications received postmarked 60 days after expiration (postmarked on or after Aug 1, 2016) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$100 and a reinstatement fee of \$120, and meet continuing education requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of license expiration.

For questions about the renewal process, please contact Brenda Dreher at (785) 296-0061 or by e-mail at Brenda.Kroll@kdads.ks.gov

# **Adult Care Home Administrator Licensure Renewal Application**

Your Adult Care Home Administrator license will expire June 30, 2016. Renewal materials must be postmarked by June 30, 2016 to avoid a \$50.00 late fee.

	License #: Lic. End Date: June 30, 2016 CE Hrs Due: See Instruction Sheet
Name	
Address	
City, State, Zip	
NOTE: ONLY use this application f	form if NOT using the online renewal process.
Disciplinary History:	
	ation, or registration issued by Kansas or another state or revoked, or subjected to any disciplinary action, or have you art in the United States?
Note: According to KSA 65-3505(d) and established board policy, a  Continuing Education Attestation	a random check for criminal history will be made on renewal application
The following attestation statement regarding continuin By signing this application, I affirm that I have complete.	leted the continuing education required by regulation onducted of a percentage of all applications, and should documentation as requested. I understand that my entation is reviewed and approved. I also know that
Signature	Date
If NOT renewing please indicate below: I do not intend to renew my Kansas Adult C	Care Home Administrator license at this time because:

# Before mailing your renewal application, be sure that you have:

• **Enclosed** a non-refundable fee of \$100 made payable to **KDADS**; or completed and enclosed the authorization form to charge fees to your Visa or MasterCard.

(Please return this application to the address below so we can update your records)

- Answered the disciplinary question.
- **Signed** the continuing education attestation.

NOTE: As mentioned above, applications postmarked after 06-30-2016 and before 07-30-2016 can still be processed for renewal if the required CE was obtained by 06-30-2016, but a \$50 late fee must be paid in addition to the \$100 renewal fee. After 07-30-2016, licenses are considered lapsed and would have to be reinstated. The fee for reinstatement is \$220.

# KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES SURVEY, CERTIFICATION AND CREDENTIALING COMMISSION HEALTH OCCUPATIONS CREDENTIALING

# Credit Card Charge for VISA or MASTERCARD

This charge is for:	
(please print n	ame)
As payment of license fees for:	☐ Speech-Language Pathology ☐ Audiology License ☐ Dietitian ☐ Adult Care Home Administrator ☐ Operator
Fee amount being paid	\$
VISA Card Number (required)	
Expiration Date (required) Or	
	)
Expiration Date (required)	
Name of Cardholder (required)	Signature (required)

# METHODS FOR EARNING CONTINUING EDUCATION – ADULT CARE HOME ADMINISTRATOR

Types of Educational Activity	Procedure/Definition
NCERS/NAB APPROVED PROGRAMS	Programs approved by the National Continuing Education Review Service (NCERS), National Association of Long Term Care Administrator Boards (NAB) that receive a NCERS/NAB approval number are presumptively accepted by the Board for purposes of meeting Kansas's annual continuing educational requirements.
PRIOR APPROVED PROGRAMS	SPONSOR OR LICENSEE SUBMITS APPLICATION FOR PRIOR APPROVAL AT LEAST 3 WEEKS PRIOR TO THE PROGRAM.
Workshops, seminars, conferences, conventions, etc.	The Board reviews application submitted by sponsor or licensee prior to presentation. Activity is approved according to time frame agenda (clock hours) and content per "Core of Knowledge." Sponsor is responsible for providing participants with certificates of attendance/completion documenting approval number, clock hours, and Core of Knowledge area.
Electives State or National Conventions	Five hours CE credit in electives, if verified by sponsor, at state or national annual LTC conventions, in addition to continuing education credit approved for individual sessions at such state or national conventions, up to a maximum of 10 hours per two-year licensure period.
LONG TERM CE SPONSORSHIPS	
www.kdads.ks.gov	Check this site for lists BACHA approved sponsorships and prior approved CE programs.
OTHER PROGRAMS	
Workshops, seminars and like educational activities.	Clock hours are awarded per actual time spent on instruction in accordance to content in relation to "Core of Knowledge."
College semester credit hours from an accredited college or university.	Fifteen (15) clock hours may be earned for each credit hour of college course satisfactorily completed. Course must be within the "Core of Knowledge."
Preparation and presentation of a new continuing education offering.	Licensed administrators who serve as presenters at Board approved continuing education activities shall receive two (2) clock hours of continuing education per hour of presentation. Clock hours are not awarded for repeat presentations of the same program.
Preceptor for an approved practicum training.	Board approved preceptors may earn 15 clock hours of continuing education for teaching each trainee who satisfactorily completes a practicum training program. Clock hours are designated: 7.5 hours resident care, and 7.5 hours administration.
Correspondence, telenet, audio tape, video tape, on-line courses.	Clock hours considered for approval as requested by sponsor. Course content reviewed by the Board for content appropriate to "Core of Knowledge." Course must have a posttest or method to measure learning outcomes.

Facilitly inservice meetings & facility licensee specific training shall not be considered a CE activity for the purpose of license renewal. (K.A.R. 28-38-23)

#### **CORE OF KNOWLEDGE\***

#### **GENERAL ADMINISTRATION**

- 1. Applicable standards of environmental health and safety:
  - a. Hygiene and sanitation
  - b. Communicable diseases
  - c. Management of isolation
  - d. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
  - e. Elements of accident prevention
  - f. Special architectural needs of nursing home residents
  - g. Drug handling and control
  - h. Safety factors in oxygen usage
- Local health and safety regulations: Guidelines vary according to local provisions.
- 3. General administration:
  - a. Institutional administration
  - Planning, organizing, directing, controlling, staffing, coordinating, and budgeting
  - c. Human relations:
    - (i) Management/employee interrelationships
    - (ii) Employee/employee interrelationships
    - (iii) Employee/resident interrelationships
    - (iv) Employee/family interrelationships
  - d. Principles of supervision
  - e. Personnel management:
    - (i) Training of personnel
    - (ii) Training of employees to become sensitive to resident needs
    - (iii) Ongoing inservice training/education
    - (iv) Personnel policies
  - f. Legal aspects
  - g. State and federal laws and regulations
- 8. <u>Department organization and management:</u>
  - Criteria for coordinating establishment of departmental and unit objectives
  - Reporting and accountability of individual departments to administrator
  - Criteria for departmental evaluation (nursing, dietary, therapeutic services, maintenance, housekeeping, and administration)
  - Techniques of providing adequate professional, therapeutic, supportive, and administrative services
  - e. The following departments may be used in relating matters or organization and management:
    - (i) Nursing
    - (ii) Housekeeping
    - (iii) Dietary
    - (iv) Laundry
    - (v) Pharmaceutical services
    - (vi) Social service
    - (vii) Business office
    - (viii) Recreation
    - (ix) Medical records
    - (x) Admitting
    - (xi) Physical therapy
    - (xii) Occupational therapy
    - (xiii) Medical and dental services
    - (xiv) Laboratories
    - (xv) X-ray
    - (xvi) Maintenance
- 9. Community interrelations:
  - Community medical care, rehabilitative, and social services resources
  - b. Other community resources:
    - (i) Religious institutions
    - (ii) Schools
    - (iii) Service agencies
    - (iv) Government agencies
    - Third-party payment organizations
  - d. Comprehensive health planning agencies
  - e. Volunteers and auxiliaries

#### **RESIDENT CARE**

- 4. Psychology of resident care:
  - Anxiety
  - b. Depression
  - c. Drugs, alcohol, and their effect
  - d. Motivation
  - e. Separation reaction
- 5. <u>Principles of medical care</u>:
  - a. Anatomy of physiology
  - b. Psychology
  - c. Disease recognition
  - d. Disease process
  - e. Nutrition
  - f. Aging processes
  - g. Medical terminology
  - h. Materia Medica
  - i. Medical social service
  - Utilization review
  - k. Professional and medical ethics
- 6. Personal and social care:
  - a. Resident and resident care planning
  - b. Activity programming
    - (i) Resident participation
      - (ii) Recreation
  - environmental adjustment: Interrelationships between resident and:
    - (i) Resident
    - (ii) Staff (staff sensitivity to resident needs as a therapeutic
    - (iii) Family and friends
    - (iv) Administrator
    - (v) Management (self-government/resident council)
  - d. Rehabilitation and restorative activities:
    - (i) Training in activities of daily living
    - (ii) Techniques of group therapy
  - e. Interdisciplinary interpretation of resident care to:
    - (i) The resident
    - (ii) The staff
    - (iii) The family
- 7. Therapeutic and supportive care and services in long-term care:
- a. Individual care planning as it embraces all therapeutic care and supportive services (overall plan of care)
  - b. Meaningful observation of resident behavior as related to total
  - Interdisciplinary evaluations and revision of resident care plans and procedures
  - d. Unique aspects and requirements of geriatric care
  - e. Professional staff interrelationships with physician
  - f. Professional ethics and conduct
  - Rehabilitative and remotivational role of individual therapeutic and supportive services
  - h. Psychological, social, and religious needs, in addition to physical needs of resident
  - i. Needs for dental service

#### 10. ELECTIVES

- a. State or national annual conventions
- b. Other health-related areas applicable to geriatrics

\*<u>Federal Register</u>, Volume 37, #61, Part II, March 29, 1972, 252.20(i)(1-9), page 6452